

*California Department of Fish and Game
Office of Spill Prevention and Response
Position Task Book*

Shoreline Clean-up and Assessment Team Member

POSITION TASK BOOK ASSIGNED TO:

INDIVIDUAL'S NAME, OFFICE LOCATION, AND PHONE NUMBER

POSITION TASK BOOK INITIATED BY:

OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

LOCATION AND DATE THAT POSITION TASK BOOK WAS INITIATED

DEPARTMENT OF FISH & GAME – OFFICE OF SPILL PREVENTION & RESPONSE

CERTIFICATION LETTER

RECOMMENDATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF:
SHORELINE CLEANUP AND ASSESSMENT TEAM MEMBER

FINAL EVALUATOR’S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has successfully performed as a trainee, and should therefore be considered for certification in this position.

FINAL EVALUATOR’S SIGNATURE AND DATE

FINAL EVALUATOR’S PRINTED NAME, TITLE, AND PHONE NUMBER

CERTIFICATION

Note: The Certifying Official is the OSPR Administrator or a designee. Currently OSPR Branch Chiefs hold designee authority.

I certify that _____ has met all requirements for qualification in this position and that such qualification has been issued. You are authorized to carry out the responsibilities of this position within the scope of your qualification.

This Letter of Certification should be retained as part of your personal Training Record.

THIS CERTIFICATION IS GOOD FOR FIVE YEARS FROM DATE OF ISSUE.

CERTIFYING OFFICIAL’S SIGNATURE AND DATE

CERTIFYING OFFICIAL’S PRINTED NAME, TITLE, AND PHONE NUMBER

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTBs) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (NIC).

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position. Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:
 - Selecting trainees based on the needs of their organization.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
2. The **Individual** is responsible for:
 - Reviewing and understanding instructions in the PTB.
 - Identifying desired objectives/goals.
 - Providing background information to an evaluator.
 - Satisfactorily demonstrating completion of all tasks for an assigned position.
 - Assuring the evaluation record is complete.
 - Notifying their Supervisor when the PTB is completed.
 - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
 - Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of each PTB.
4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
5. The **Supervisor** or designee is responsible for:
 - 5. Issuing the PTB to document task performance.

- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
 - Tracking progress of the trainee.
 - Identifying incident evaluation opportunities.
 - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
6. The **Agency Head** or designee is responsible for:
- Final Sign-off the PTB which certifies the Individual as qualified to fill the position on an response.

Shoreline Clean-up and Assessment Team Member

REQUIRED TRAINING	ICS-300 Intermediate ICS Course and OSPR or NOAA SCAT Course and OSPR Pocket SCAT Course.
PREREQUISITES	None
TARGET PERSONNEL	OSPR Scientific Field Response Team members.
CERTIFYING OFFICIAL	OSPR Scientific Manager
FITNESS STANDARD	Moderate
CURRENCY	1 Year
CURRENCY REQUIREMENTS	Every Year: Perform on a SCAT team or attend a SCAT field exercise.
OTHER POSITION REQUIREMENTS THAT WILL MAINTAIN CURRENCY	SCAT Coordinator, EUL

RECORD OF VERIFYING OFFICERS				
Date	Title	Verifying Officer's Name	ICS Qual	Initials

Record of Completion	Date	Verifying Official's Signature
Training Prerequisites 1. Completion of Training Courses: a. ICS-300 Intermediate ICS Course b. OSPR (or NOAA) SCAT Course c. OSPR Pocket SCAT Course		
Qualification/Certification Letter (page 2) submitted for approval.		
Qualification/Certification Letter (page 2) recorded by OSPR Training Department.		

Note: There are no specific tasks needed to be performed for the Shoreline Cleanup and Assessment Team Member qualification outside of the required training. Once the training is completed, a member may request qualification through the normal process.